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## SHARE Circulation and Resource Sharing Committee Minutes

Thursday, April 11, 2024

10:00 a.m.

### Call Meeting to Order

Sandy West called the meeting to order at 10:05 a.m.

### Roll Call

Members present via Zoom: *Sandy West (Chair), Tammy Caputo, Esther Curry, Sarah Isaacs, Susan McKinney (Vice Chair), Jennifer Slack, and Diane Yeoman.*

Members absent: Mary Cordes, Joel Pikora, and Paula Tretter.

Others present via Zoom: *Jennifer Baugh, Danielle Beasley, Sherry Carlock with Sallie Logan Public Library, Jace Cook, Deana Hatfield with Mascoutah Public Library, Joyce Metz with Chatham Area Public Library District, Laura Mitkos with Chatham Area Public Library District, Laura Picato with O'Fallon Public Library, Dena Porter, Mary Ray with Sidell District Library, Andrea Rowe with Belleville Public Library, Andrea Sellars, Cassandra Thompson, Lisa Tokarz with Decatur Public Library, and Allison Wakefield with Ogden Rose Public Library.*

### Approval of February 15, 2024, Minutes

A motion and second were made to approve the Feb. 15, 2024, minutes. Sandy West – yes, Tammy Caputo – abstain, Esther Curry – yes, Sarah Isaacs – yes, Susan McKinney – yes, Jennifer Slack – yes, and Diane Yeoman – yes. Motion carried.

### SHARE Update

Andrea Sellars has joined SHARE as the new SHARE Circulation Specialist. She has 17 years of experience working in libraries, and the team is very excited to work with her.

Aspen implementation is ongoing, and all of cohort 2 has gone live. Cohort 3 is now being contacted for branding information and scheduling. Cohort 4 encompasses the remaining SHARE libraries that will not be on Aspen as of FY2025. Implementation for cohort 4 will begin with public libraries, followed by schools, specials, and academics.

Annual agreements are being finalized. DocuSign will be utilized in place of Microsoft Forms.

The operational plan and budget are being finalized, and a SHARE Executive Council meeting is scheduled on April 18, 2024, where the budget will be reviewed.

Reaching Forward South (RFS) is on April 19, 2024, and members attending are encouraged to visit the SHARE booth and attend the sessions presented by SHARE staff. Before the conference, a networking dinner will be held at McDill's Irish Pub on April 18, 2024.

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Billing for cataloging services has been finalized, and members should expect to receive invoices soon. Barcoder refresher training reminders have been sent to those who need to take it, and emails will be sent monthly as new staff are required to take it.

Jace Cook, the SHARE Member Engagement Specialist, has accepted the position of SHARE Cataloger 1 and begins on April 15, 2024. Information on all IHLS and SHARE job openings is available on the IHLS website.

### **New Business**

- **New Committee Member** – The committee chair has reviewed the volunteers for the committee, and Robert Edwards has been selected as the candidate by the chair. A motion and second were made to approve Robert Edwards of Atwood-Hammond Public Library District to join the SHARE Circulation and Resource Sharing committee. Motion carried unanimously by roll call vote.
- **Policy Review** – All committees have reviewed the committee volunteer procedures document. The SHARE Executive Council will review the procedure at their next meeting.
- **Circ. Status – On Display** – The SHARE Administrative Services Supervisor received a request for a circulation status of “on display.” Adding circulation statuses to Polaris is costly, but it is possible to rename existing statuses. Of the statuses available, “bindery” could be renamed as “display” or “on display.” Discussion ensued. The SHARE Administrative Services Supervisor will collect more information on how many member libraries utilize displays, how they mark items for display purposes, and if display items are allowed to circulate. A motion and second were made to table the discussion until further information is gathered. Motion carried unanimously by roll call vote.
- **Other** – None

### **Old Business**

- **Other** – None

### **Public Comment**

None

### **Announcements**

None

### **Next meeting**

Thursday, June 13, 2024, at 10:00 a.m.

### **Adjournment**

There being no further business to discuss, the chair adjourned the meeting at 10:38 a.m.

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